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FACULTY HANDBOOK

1976-1977

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CALENDAR

Fall Semester, 1985

August 31 Saturday	Student orientation begins Dormitories open
September 1 Sunday	Faculty meetings and [illegible]
September 2-3 Monday-Tuesday	Registration
September 4 Wednesday	Classes begin
September 13 Friday	Last day to change course schedule
September 16 Monday	Last day to drop a course without a penalty. Last day to apply for December graduation
October 1 Tuesday	Election day holiday
November 25 Monday	Thanksgiving holiday
November 27 Friday	Thanksgiving holiday
December 12 Thursday	Final examinations begin
December 21 Saturday	Final examinations end

[illegible], FALL SEMESTER, 1975

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Student [illegible]

Registration

Last day to add classes [illegible] exceeds

Numbers [illegible]

Last day to [illegible] for a grade [illegible] to be a course without credit

Fee payment deadline

[illegible] classes [illegible] late fee [illegible]

[illegible]

[illegible] Examination [illegible]

Final [illegible] examination [illegible]

[illegible] concerent

[illegible] SPRING SEMESTER, 1972

[illegible]	TUESDAY APRIL [illegible] ALL [illegible] CLASSES MWF	WEDNESDAY APRIL 27th ALL [illegible] CLASSES MWF	THURSDAY APRIL 28th ALL [illegible] CLASSES TTh	FRIDAY APRIL [illegible] ALL [illegible] CLASSES MWF
[illegible]	ALL [illegible] CLASSES MWF	ALL [illegible] CLASSES TTh	ALL [illegible] CLASSES MWF	[illegible] CLASSES MWF
[illegible]	ALL [illegible] CLASSES TTh	ALL [illegible] CLASSES MWF	ALL [illegible] CLASSES TTh	[illegible]

[illegible]	MONDAY [illegible] ALL [illegible] CLASSES MWF	TUESDAY [illegible] ALL [illegible] CLASSES MWF	WEDNESDAY [illegible] ALL [illegible] CLASSES MWF
[illegible]	ALL [illegible] CLASSES TTh	ALL [illegible] CLASSES MWF	ALL [illegible] CLASSES TTh
[illegible]	ALL [illegible] CLASSES TTh	ALL [illegible] CLASSES MWF	[illegible]

[illegible] 1976

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	Last day to drop a course without penalty
	Last day to apply for December graduation
July [illegible] Monday	[illegible]
July [illegible] [illegible]	Final examinations
July 7 [illegible]	Final examinations

[illegible] 1977

July 12 Monday	Registration
July 12 Tuesday	Classes begin
July [illegible] Tuesday	Last day to drop a course without penalty
	Last day to apply for August graduation
August 6 Saturday	Saturday classes meet
August [illegible] Monday	Final examinations
August [illegible] Tuesday	Final examinations
August 13 Saturday	Commencement

BASKETBALL SCHEDULE
1975-1976

January 13	[illegible]	Home
January 15	[illegible]	Home
January 17	[illegible]	Away
January 20	[illegible]	Away
January 22	Spartanburg Methodist	Home
January [illegible]	[illegible]	Home
January [illegible]	[illegible]	Away
January 27	Converse	Away
January 29	Furman	Away
February 3	Benedict	Away
February 7	[illegible]	Home
February 10	Lander	Home
February 14	Morehouse	Home
February [illegible]	Spartanburg Methodist	Away
February 17	[illegible]	Away
February 21	Converse	Home
February 23	[illegible]	Away
February [illegible]	Morehouse	Home
February 28	U. S. Aiken	Away

STATE TOURNAMENT

ORGANIZATION

ADMINISTRATION

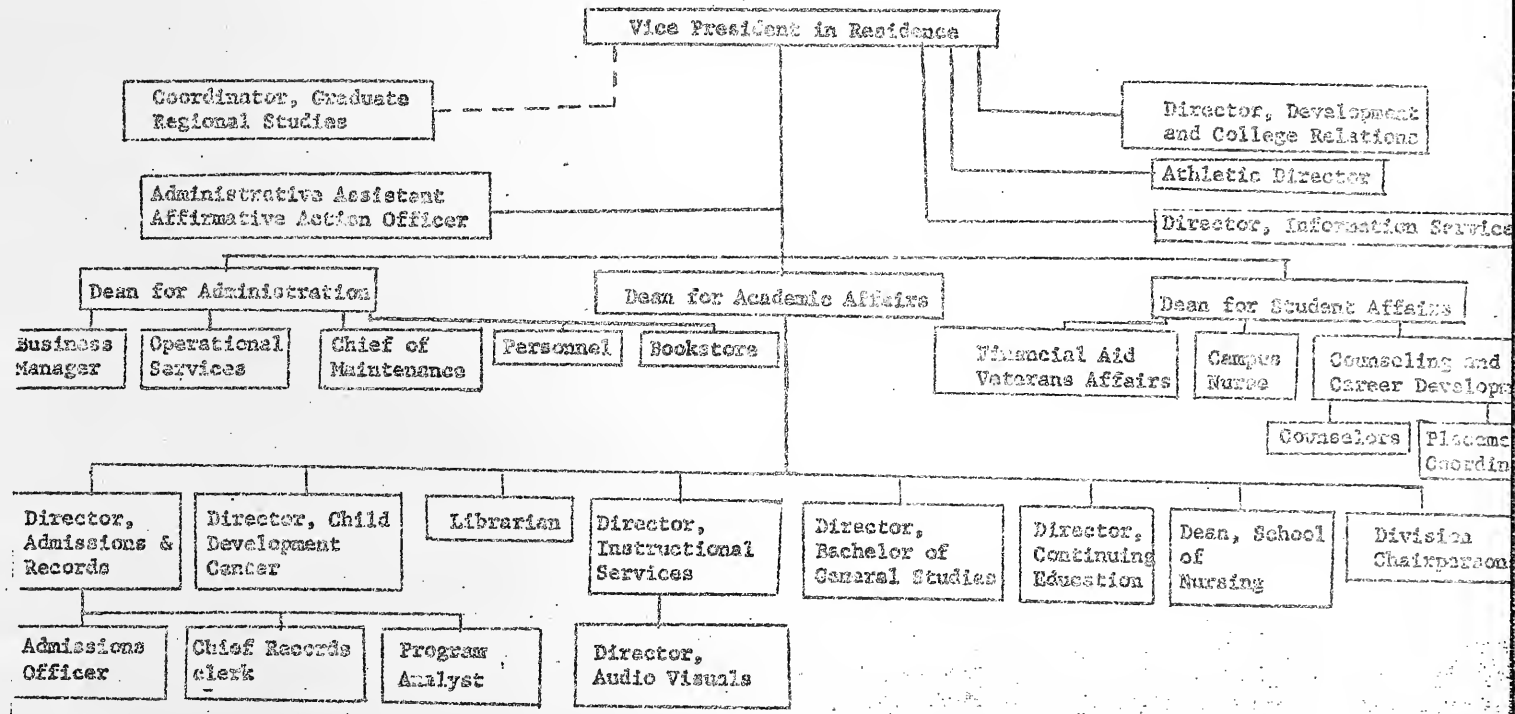
Vice President in Residence	Olin B. Sansbury Room A209 Ext. 201, 202
Administrative Assistant Affirmative Action Officer	Marian Murph Room A206 Ext. 201, 202
Director for Development and College Relations	Joe Gardner Room A205 Ext. 203
Director for Information Services	Doyle Boggs Room R102 Ext. 279
Athletic Director	Paul Mack Room HC236 Ext. 301, 313
Coordinator, Graduate Regional Studies	Mack Brown Room A107 Ext. 214, 215
Staff Assistant. Graduate Regional Studies	Betty Ebert Room A108 Ext. 214, 215

Dean for Academic Affairs	Ron Eaglin Room R217 Ext. 281
Director for Admissions and Records	Eric Jolly Room HC209 Ext. 220, 221
Admissions Officer	Joan Harrell Room HC210 Ext. 247
Chief Records Clerk	Frances Hackett Room HC 208 Ext. 222
Program Analyst	Lindsay Wells Room HC207 Ext. 212
Director for Continuing Education	Bill Kissell Room R20 Ext. 287
Director for Instructional Services	Lou Hunley Room R215 Ext. 280
Director for Audio Visuals	Becky Patterson Room HC 243 Ext. 264
Director for Child Development Center	Betty Baldwin Child Development Center Ext. 318, 319
Librarian	Bob Perrin Room A231 Ext. 210, 211
Director for Bachelor of General Studies	Tony Pappas Room R207 Ext. 232, 233
Dean, School of Nursing	Ruth Moran Room HC223 Ext. 240, 241
Chairperson, Division of Business Administration	Bert Menees Room R219 Ext. 282

Chairperson, Division of Education, Health, and Physical Education	Tom Hawkins Room ~~R~~214 - Admin. Ext. 216
Chairperson (Acting), Division of Fine Arts, Languages, and Literature	John Edmunds Room R214 Ext. 274
Chairperson, Division of Science, Engineering, and Mathematics	Dave Taylor Room A310 Ext. 253
Chairperson, Division of Social And Behavioral Sciences	John Edmunds Room R214 Ext. 203

Dean for Student Affairs	Tom Davis Room H0213 Ext. 228, 229
Director for Financial Aid and Veterans Affairs	Al Gray Room H0214. Ext. 226, 227
Campus Nurse	Cathy Norman Room A305 Ext. 252
Director for Counseling and Career Development	Tony Pappas Room R207 Ext. 232, 233
Counselor	Carol Smith Room H0235 Ext. 312
Counselor	Earl Gordon Room R207 Ext. 232,233
Placement Coordinator	Arthur George Room R206 Ext. 232

Dean for Administration	Ted Eilenberg Room A110 Ext. 230, 231
Business Manager	Bob Donnelly Room A104 Ext. 230, 231
Personnel Officer	Ruth Shipplet Room A102 Ext. 230, 231
Bookstore	Bryant Reeves Room MB106 Ext. 267
Operational Services	Mike Bruce Room A122 Ext. 269
Chief of Maintenance	Rivers Hall Room H6 Basement 1 Ext. 239, 300


Vice President in Residence
Coordinator, Graduate Regional Studies
Director, Development and College Relations
Athletic Director
Administrative Assistant Affirmative Action Officer
Director, Information Service
Dean for Administration
Dean for Academic Affairs
Dean for Student Affairs
Business Manager
Operational Services
Chief of Maintenance
Personnel
Bookstore
Financial Aid Veterans Affairs
Campus Nurse
Counseling and Career Develop
Counselors
Placem Coordin
Director, Admissions & Records
Director, Child Development Center
Librarian
Director, Instructional Services
Director, Bachelor of General Studies
Director, Continuing Education
Dean, School of Nursing
Division Chairperson
Admissions Officer
Chief Records Clerk
Program Analyst
Director, Audio Visuals

UNIVERSITY OF SOUTH CAROLINA at SPARTANBURG
FACULTY COMMITTEE STRUCTURE
GENERAL

Terms. --Terms of all appointed and elected members will run for two years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing Faculty committees.

Ex-officio members. --Ex-officio members are not considered to be members of a committee in so far as computing their maximum of two committee assignments is concerned. The nature of being an ex-officio member of a committee is that of an advisory capacity. The ex-officio member should make available to the committee his knowledge and expertise in the matters which the committee considers; he is not empowered with a vote, except as noted, in the decisions of the committee. He should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairman of a committee since his membership is an advisory capacity only. This provision is in accord with an ex-officio member's not having voting rights, since the chairman of a committee is normally allowed to vote in case of a tie. The Vice President is an ex-officio member of all committees and will not be listed as such separately.

Chairman. --Each committee will elect its own chairman annually during the first full month of the academic year, unless specified otherwise. The chairman will vote only in case of a tie. A faculty member may chair only one committee.

Vacancies. --Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. --All appointments to committees will be made by the Vice President.

Responsibility. --Committee chairmen will report all committee actions and recommendations in writing to the Faculty. All committee actions are advisory until confirmed by the Vice President.

Elections. --All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. --It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except there noted otherwise.

Names of standing committees. --Academic Affairs, Academic Forward Planning, Academic Senate, Admissions, Athletic Advisory, Cultural Planning, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Promotion and Tenure, Student Affairs, Student Financial Aids, University Publications Board.

Implementation. --New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one year terms only.

ACADEMIC AFFAIRS

Consists of eight voting members: six faculty members, three appointed and three elected, and two students appointed annually by the Director from a list of nominations submitted by the Student Government Association. The faculty members of the committee shall be broadly representative of the academic disciplines. In alternate years the faculty members shall be selected as follows:

First year: two appointed and one elected

Second year: one appointed and two elected

Ex-officio members are the Dean for Academic Affairs, the Head Librarian, and the Coordinator for Continuing Education.

Duties. --To consider and recommend to the Faculty action on all requests for addition or deletion of courses. To review the various curricula of the Regional Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from Regional Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Dean for Student Affairs regarding the academic aspects of orientation.

ACADEMIC SENATES

A single delegation attends the University Senate in Columbia and the Regional Campus Faculty Senate, which meets on various regional and branch campuses. There are five delegates to the Regional Campus Faculty Senate.* The number of delegates to the University Senate is based on the number of full-time faculty. Since the number of delegates to the University Senate exceeds five, the additional delegates serve as alternates to the Regional Campus Faculty Senate, and are elected accordingly. The Faculty Secretary shall automatically be one member of the delegation. Other members are elected in the spring to staggaered two-year terms that begin the following academic year.** The delegation may choose its own chairman.

Duties --To represent USCS in the Regional Campus Faculty Senate and the University Senate and to report decisions, in writing, to the Vice President and to the Faculty where appropriate.

*1971 Regional Campus Faculty Senate membership rule: There shall be a minimum of three senators from each regional campus. There shall be one additional senator for each 100 FTE's above 200. The total number of senators from any regional campus shall not exceed five.

**One-half of the members should be elected each year. If an extra member is required, he will be elected in years divisible by two.

ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs is an ex-officio member.

Duties. - To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Vice President.

ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. In alternating years the members will be determined as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

The Admissions Officer and the Dean for Academic Affairs are ex-officio members. The Admissions Officer is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. --To consider Regional Campus admissions policies within University guidelines and to recommend to the Faculty and the Vice President any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.

ATHLETIC ADVISORY

Consists of six voting members: four faculty members, two appointed and two elected, and two student members appointed annually by the Vice President from nominations submitted by the Student Government Association. One faculty member shall be appointed and one elected each year. The Athletic Director is an ex-officio member.

Duties. --To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Vice President from nominations submitted by the Student Government Association . Two faculty members are elected each year, one to the position of vice-chairman. The vice-chairman will serve as the USCS Representative to the Arts Council of Spartanburg County. The vice-chairman assumes the chairmanship in the second year of his two-year term. Ex-officio members are the Dean for Student Affairs and the Director for Information Services.

Duties- --The committee will plan a convocations series and other cultural enrichment programs. The Dean for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairman of the committee. The Director of Information services will publicize the programs.

FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:* two elected faculty members and one student member appointed by the Vice President from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, students, or other members may be appointed by the Vice President with consent of the faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Dean for Academic Affairs and the Director of Instructional Services are ex-officio members.

Duties. --To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities. Matters should be submitted to this committee through the Vice President or through the Welfare Committee.

*The Faculty Secretary will specify the total number after consulting with the Vice President and the Division Chairpersons on the anticipated work load of the Committee for the year. The Vice President's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.

FACULTY ADVISORY

Consists of the elected chairman of all standing faculty committees, the Faculty Secretary, the Faculty Secretary elect, and the Recording Secretary. The Dean for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Faculty meetings. The chairman will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairmen and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. --To study and report on matters which may be referred to it by the Faculty or the Vice President or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Vice President a similar slate of nominees for appointive vacancies on committees at appropriate times.

FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank. The representative (s) to the Regional Campus Faculty Senate Rights and Responsibilities Committee is an ex-officio member.

Duties. --To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

a. Fringe benefits, rank, and salary ranges within the University system

b. Policies regarding teaching load

c. Conduct and professional ethics

d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion.

LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs, the Head Librarian and the representative(s) to the Regional Campus Faculty Senate Intra-university Services and Communications Committee are ex-officio members. In alternating years the faculty members shall be selected as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

Duties. --To make recommendations on matters of library policy.

PROMOTION AND TENURE

Consists of nine voting faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial ranks are eligible for committee membership. Each academic division is to be represented, but no more than two faculty members from the same division shall serve at one time. Both regular and special elections of members of this committee shall be held in open faculty meeting with nomination from the floor. The chairman of this committee is elected in the spring.

Duties. - To establish criteria for promotion and tenure and procedures for the operation of promotion and tenure policies subject to approval by the faculty and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations regarding the granting of promotion and tenure to the chief administrative officer of the campus.

STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Vice President from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Dean for Student Affairs. The Dean for Student Affairs will serve as secretary of the Student Affairs Committee. He may not serve as a member of an Honor Court.

Duties. --To enforce the discipline policy of the USC-S with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider Regional Campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the Faculty, policies toward extra-curricular student activities. To make recommendations to the Vice President regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. --When charges are brought against a student for academic or other infractions, and Honor Court will be appointed by the Committee chairman to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs committee. In appointing the Faculty members of the Court, the Chairman is not restricted to the membership of the Student Affairs committee.

The Dean for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the student handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Dean for Student Affairs who will assign appropriate penalties as provided in the student handbook.

UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members; five faculty members, three elected and two appointed, and four students appointed annually by the Vice President from nominations submitted by the Student Government Association. In alternating years the faculty members are selected as follows:

First year: one appointed and two elected.

Second year: one appointed and one elected.

The Dean for Student Affairs is an ex-officio member.

Duties. --To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his duties in a suitable manner. To make recommendations to the Student Government Association and the Vice President concerning budgets for USC-S publications, including salaries to be paid editors. To develop and recommend to the Vice President publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USC-S educational and extra-curricular programs.

STUDENT FINANCIAL AIDS

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The financial Aids Officer is an ex-officio member.

Duties. --To recommend to the Faculty the basis on which scholarships and loans will be granted. A sub- committee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Student Financial Aids Officer. The Student Financial Aids Officer shall inform the sub-committee (prior to the awarding date) of the scholarships and other financial aids available.

FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his duties after the last scheduled faculty meeting of the spring semester.

Duties -- To serve as presiding officer of the faculty. The agenda will be prepared by the Faculty Secretary at least three days prior to each Faculty meeting and circulated to the faculty.

To notify Faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To serve as chairman of the Faculty Advisory Committee. To conduct the Administrative Evaluation.

FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. --To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his absence.
To succeed as Faculty Secretary the following year.
The Faculty Secretary-elect is a member of the Faculty Advisory Committee, but serves on no other standing committees.

RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He may be re-elected.

Duties. - To record and distribute to the members of the Faculty the written minutes of its meetings. To search the minutes of Faculty meetings and annually publish a summary of Faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary.

UNIVERSITY MARSHALL

The office of University Marshall shall be an elected position filled by a faculty member. He is elected for a two-year term and may be re-elected.

Duties. --To see that the ceremonial programs of USCS run smoothly, specifically to include the following: (1) To instruct Student Marshalls in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals. (2) To make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members. (3) To lead the processional march on ceremonial occasions.

FACULTY

t - Tenure
c - Division Chairperson
n - New Faculty
l - On Leave

FACULTY

BUSINESS ADMINISTRATION AND ECONOMICS

n	Allen, Michael R.	M.P.A./C.P.A.	Georgia State U.	Asst. Prof.
	Connelly, Robert A.	M.A.	Appalachian St. U.	Instr.
	Drucker, Meyer	J.D./C.P.A.	Univ. Sou. Car.	Assoc. Prof.
	Eilenberg, Ted R.	M.B.A.	Dartmouth	Instr.
n	Gardner, Joe E., Jr.	M.B.A.	Univ. Miami	Instr.
	Glenn, David M.	M.B.A.	Univ. Sou. Car.	Instr.
	Jilling, Michael	Ph.D.	Univ. Sou. Car.	Asst. Prof.
	Jolly, Eric S.	M.A.	Ohio U.	Asst. Prof.
n	Keuthan, Charles J.	M.B.A.	Univ. Sou. Fla.	Asst. Prof.
	Kissell, William G.	M.B.A.	Geo. Wash. U.	Asst. Prof.
n	McAlhany, John W.	Ph.D.	Clemson U.	Assoc. Prof.
c	Menees, Elbert L.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	Young, Ronald A.	M.B.A./M.D.S.	Ga. State U.	Asst. Prof.

EDUCATION, HEALTH AND PHYSICAL EDUCATION

	Baldwin, Betty M.	M.Ed.	Univ. Sou. Car.	Instr.
	Bowman, Joseph C.	M.S.	Univ. N. Mex.	Asst. Prof.
n	Crosby, Margaree	Ed.D.	Univ. Mass.	Asst. Prof.
	Davis, J. Thomas, III	M.S.	Fla. St. U.	Asst. Prof.
	Davisson, Jane L.	M.Ed.	Clemson U.	Instr.
	Eaglin, Ronald G.	Ph.D.	Univ. Utah	Assoc. Prof.

	Franklin, Barry M.	Ph.D.	Univ. Wis.	Asst. Prof.
n	Gordon, Earl	M.Ed.	N. C. A & T U.	Instr.
c,t	Hawkins, Tom A.	Ph.D.	Univ. Neb.	Assoc. Prof.
n	Hipple, Marjorie Y.	Ed.D.	Univ. Fla.	Asst. Prof.
	Hunley, Mary Louise	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	James, Jean	M.Ed.	Univ. Sou. Car.	Instr.
	Muench, Sally	Ed.S.	Univ. Ga.	Instr.
	Mack, Paul	M.A.	West. Car. U.	Instr.
	Pappas, Anthony V.	Ph.D.	Univ. Miss.	Asst. Prof.
	Patterson, Rebekah	M.A.	Appalachian St. U.	Instr.
	Reitmeier, William A.	M.S. phy. ed. health	Calif. St. U.	Instr.
	Shelden, Miriam	Ph.D phy. ed. health	Univ. Sou. Calif.	Asst. Prof.
n	Sloan, Linda	M.Ed. phy. ed. health	Univ. Sou. Car.	Instr.
	Smith, Carol B.	M.A.	Appalachian St. U.	Instr.

FINE ARTS, LANGUAGES AND LITERATURE

	Beysiegel, Kathryn H.	M.F.A.	Univ. Ga.	Instr.
l	Blalock, M. Carolyn Wynn	M.A.	Univ. Ga.	Asst. Prof.
	Colloms, Vergene	M.M.	Northwestern U.	Asst. Prof.
	Cox, James R.	M.A.	Univ. Sou. Car.	Instr.
	Crosland, Andrew T.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
	Dressman, Michael R.	Ph.D.	Univ. No. Car.	Asst. Prof.
	Eaddy, Mary E.	M.A.	Univ. Sou. Car.	Instr.
n	Hipple, Theodore W.	Ph.D.	Univ. Illinois	Prof.
	Knight, Donald R.	M.A.	Univ. Tenn.	Asst. Prof.
n	Lindsay, Bryan E.	Ph.D.	Peabody Coll.	Assoc. Prof.

n	Linker, Susan M.	Ph.D.	Univ. No. Car.	Asst. Prof.
1	Moore, Nancy P.	M.A.	Univ. Tenn.	Asst. Prof.
n	Predmore, Richard L.	Ph.D.	Univ. Fla.	Asst. Prof.
t	Seko, Emanuel V.	Ph.D.	Univ. Wis.	Assoc. Prof.
	Sikes, Elizabeth A.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
n	Sistrunk, Albertha	Ed.D.	Boston U.	Asst. Prof.
n	Yost, Jan	Ed.S.	Univ. Ga.	Instr.

NURSING

	Babb, Nancy E.	M.S.	Med. Coll. Ga.	Asst. Prof.
	Bacha, Catherine M.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
n	Blalock, Janice K.	B.S.	Univ. Sou. Car.	Teach. Assoc.
n	Burchell, Lynette F.	B.S.	Univ. Sou. Car.	Teach. Assoc.
	Campbell, Joan F.	B.S.	Montana St. U.	Teach. Assoc.
	Carroll, Mary C.	M.S.N.	Med. Coll. Ga.	Teach. Assoc.
	Cogdell, Cecilia H.	M.S.N.	Univ. Sou. Car.	Asst. Prof.
	Coggins, Carol R.	B.S.	Clemson U.	Teach. Assoc.
1	Dent, Susan K.	B.S.N.	Univ. Va.	Teach. Assoc.
	Hendra, Norma	M.Ed.	Furman U.	Asst. Prof.
	Hopkins, Leanne S.	B.S.	Emory U.	Teach. Assoc.
	Keller, Marjorie C.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
	Ledford, Deanne	B.S.	Limestone Coll.	Teach. Assoc.
c	Moran, Ruth V.	Ed.D.	Columbia U.	Prof.
n	Patrick, Juanita W.	B.S.	Univ. Sou. Car.	Teach. Assoc.
	Quinn, Helen B.	M.S.N.	Univ. Sou. Car.	Asst. Prof.
	Sims, Glenda P.	M.S.N.	Med. Coll. Ga.	Asst. Prof.

Taylor, Mary S.	M.S.N.	Med. Coll. Ga.	Asst. Prof.
Wilmot, Carol	M.N.	Emory U.	Asst. Prof.

SCIENCE, MATHEMATICS AND ENGINEERING

	Babin, Edward C. geology	Ph.D	Univ. Ga.	Asst. Prof.
	Barnes, James E. physics & astron.	Ph.D.	Clemson U.	Asst. Prof.
n	Campbell, Lyle geog.	Ph.D.	Univ. Sou. Car.	Asst. Prof.
	Harvey, Robert L. Chemistry	M.S.	Oregon St. U.	Asst. Prof.
	Howard, Betty B. biology	M.A.T.	Converse Coll.	Teach. Assoc.
	Jacobsohn, Guy math	M.A.	Calif. St. U.	Asst. Prof.
	Lamoreux, Lynn biology	Ph.D.	Univ. Maine	Asst. Prof.
t	Moore, Lawrence E. Chemistry	Ph.D.	Univ. Tenn.	Assoc. Prof.
n	Newberry, Gillian biology	Ph.D.	Univ. Wis.	Asst. Prof.
n	Norman, Nancy K. biology	B.A.	Radford Coll.	Teach. Assoc.
n	Parris, Barry Chemistry	B.S.	Univ. Sou. Car.	Teach. Assoc.
	Riddle, Faye A. math & science	M.S.	Univ. Fla.	Instr.
n	Simpkin, Robert biology	Ph.D.	Univ. Md.	Asst. Prof.
	Stavely, Charles E. math	M.S.	Memphis St. U.	Asst. Prof.
t	Taylor, David E. biology	M.A.	Appalachian St. U.	Asst. Prof.
	Turner, Jack A. biology	Ph.D.	Univ. Okla.	Asst. Prof.
t	Ulmer, Millard B. math	Ph.D.	Univ. Ala.	Assoc. Prof.

SOCIAL AND BEHAVIORAL SCIENCES

Allen, James T.	Ph.D. Soc.	Univ. Ga.	Asst. Prof.
Boggs, Doyle W.	M.A. history	Univ. Sou. Car.	Instr.
Brown, James	Ph.D. history (Afr. specialist)		

n	Davis, Melvin psy.	M.S.	Univ. Sou. Car.	Instr.
n	Donnelly, Brian E.	M.A. pol. sci.	Univ. Neb.	Instr.
c,t.	Edmunds, John B. Jr.	Ph.D. hsty	Univ. Sou. Car.	Prof.
t	Henderson, Alice	Ph.D. hsty & women studies	Univ. Mich.	Assoc. Prof.
t	Henderson, Conway W.	Ph.D. pol. sci.	Univ. Iowa	Assoc. Prof.
	Holcombe, Lee	Ph.D. hsty	Columbia U.	Asst. Prof.
	~~Hursh, Linda~~ L.	M.A. psy.	Univ. Sou. Car.	Instr.
t	Lehman, Jerry D.	Ed.D. psy.	Univ. Tenn.	Assoc. Prof.
	Mapley, Gordon E.	Ph.D. psy.	Wayne St. U.	Asst. Prof.
	Noll, Vernon L.	Ph.D. soc.	Indiana U.	Asst. Prof.
	Romine, Ronald H.	M.A./M.P.A. pol. sci.	Univ. Sou. Car.	Instr.
	Sansbury, Olin B.	Ph.D. pol. sci - China & Soviet - & U.S. relations	Univ. Sou. Car.	Asst. Prof.
t	Sloan, James P.	M.A. pol. sci.	Tulane U.	Asst. Prof.
	Wenz, Friedrich B.	Ph.D. soc. (asking on suicide - my psy, my dad, teenagers)	Wayne St. U.	Asst. Prof.

LIBRARY

Burnie, Valerie A.	M.S.L.S.	Fla. St. U.	Reference Libr.
Horton, Stanley W.	M.Lib.	Univ. Wash.	Catalogue Libr.
Perrin, Robert A.	M.Lib.	Univ. Wash.	Library Director

* Name omitted. See last page.

STAFF

Name	Position	Home Address	Phone
Bailey, Anne S.	Library Technical Asst. (210)	Rt. 1, Enoree 29335	969-3805
Bailey, Sammy	Secretary/ CDC (318)	2075 E. Main St. 29379	585-7233
Blackwood, Pam	Secr. Ath. Dept. (301)	308 Inman Rd. Lyman 29365	439-6515
* Bradley, Jane P.	Secretary/Audio Visuals (204)	Rt. 1, Box 322-B Lyman, 29365	877-0745
Butler, Joyce	Secr./Business Office (230)	241 Brookwood Terrace 29302	583-7549
Carter, Ann	Secr./Financial Aid (226)	Rt. 1 Blackberry Valley Rd, Greenville	246-0678
* Clowney, Mary	Media Technician (0)	240 Tryon St. 29302	573-7540
Conard, Beth	Secr./Admissions & Records (246)	Rt. 8, Fain Dr. 29302	578-6655
* Dickerson, Gail	Secr./Administrative Offices (200)	708 Holtfield Terrace 29303	583-7446
* Ebert, Betty	Staff Asst./Grad. Ed. (214)	112 Pineville Rd. 29302	585-2346
Frigon, Deborah	Clerk/Bookstore (267)	7212 Jennings St. 29303	
Gaither, Gwen	Library Circ. Asst. (210)	744 Hofford St. 29301	585-6321

George, Arthur	Career Counselor (233)	253 High St. 29301	
Gilmore, Elaine	Secr./Academic Dean (280)	445 Granada Dr. 29303	585-1307
Gilmore, Susan	Secr./Social & Behav. Sci.--Finan. Aid /(225) veterans Coord (283)	1252 Boiling Sprs. Rd. 29303	583-5587
Gray, Albert	Financial Aid/ Veterans Coord. (226)	204 Lakeside Dr. 29302	585-0705
Hackett, Frances J.	Rec. Clerk (222)	652 Blue Ridge 29303	582-5089
Harrell, Joan	Admissions Officer (245)	204 Lakeside Dr. 29302	585-0705
Hawley, Marilyn	Switchboard Operator (0)	20 Pond St. 29303	583-5574
Hicks, Linda	Secr./Business Admin. (282)	Rt. 6, Northgate Estates 29302	578-1792
Hunter, Luberta	Secretary/Admiss. & Records (246)	Rt. 1, Box857 Cowpens 29330	463-6196
Marlow, Darlene	Secr./Admiss. & Records (246)	Rt. 3, Inman Box 397 29349	472-2502
Morgan, Sylvia	Secr./Admiss. & Records (246)	P.O. Box 455 Campobello 29322	457-4639
Murph, F. Marian	Admin. Assistant (200)	P.O. Box 685 White Stone 29302	474-2907
Koob, Janella	Secr./Info. Svcs. (279)	160 Advent St. #2 29302	583-2971
Owens, Elizabeth	Secr./Cont. Ed. (280)	ZF St. Inman 29349	---

Reeves, Bryant	Bookstore Manager (247)	Rt. 1, Box 445 Inman 29349	578-6563
Rowe, Peggy	Secr./Student Affairs (228)	192 Park St. Greenville	235-1992
Hall, Rivers	Chief of Maintenance (300)	120 Pine Grove Manor 29302	583-0168
Sanders, Malcolm	Secr./Instr. Svcs. (260)	Spartan Villa Apt. 1E 29203	583-2223
Sherbert, Jackie	Secr./Science, Math & Engin. (253)	Rt. 2, Box 500 Campobello 29322	472-2402
Shiplett, Ruth T.	Personnel Officer (230)	111E. Victoria Rd. 29302	583-2393
Stevens, Betty	Secr./Business Office (230)	Rt. 4, Box 379 29302	585-6070
Ulmer, Sandra	Secr./Counseling & Placement (232)	Rt. 3, Box 114 Inman 29349	472-6071
Waldrop, Paula	Secr./Nursing Div. (240)	Rt. 6, Box 41 Inman 29349	472-8494
Wells, Lindsay	Programmer Analyst	Rt. 10, Box 28 A 29303	578-0858
Worth, Gretchen	Secr./Undergrad. Ed. (216)	265 Conn. Ave. 29303	582-5308
Yarborough, Ailene	Secr./Grad. Ed. (215)	Rt. 2, Roebuck 29376	

Bruce, Michael	Security (269)	Box 99, Rt. 1, Roebuck	576-5693
Coleman, Kathy	Secr./Admiss. (246)	Rt. 6, Rosecrest Rd. 29303	578-6696
Dill, Dolly	Secr./Nurs. (305)	12D Spartan Villa Apts. 29302	583-2039
Finley, Bryart	Security (269)	Box 328 Pacolet 29372	474-3055
McArthur, Jares	Custodial (239)	Rt. 4, 29302	583-0663

GRADUATE REGIONAL STUDIES--Education

Brown, Carl	105 Fernbrook Circ. 29302	A106 (238)	582-3989
Brown, Mac	#87 Foxfire Apts. 501 501 Camelot Dr. 29301	A107 (214)	574-1832
Metger, Bob	268 Connecticut Ave. 29302	A121 (270)	582-7750
Sanders, W.E.	Rt. 2, Box 322 Inman, 29349	A123B (213)	578-2418
Stirzaker, Norbert	527 Royal Oak Dr. 29302	A105 (237)	582-8475

CHILD DEVELOPMENT CENTER

Fisher, Cheryl	Rt. 1, Box 100 Taylors 29687	CDC (318)	877-4883
Glover, Carol	117 Winfield Dr. #6, 29302	CDC (318)	579-1323
Hall, Pat	122 Fernbrook Cir. 29302	CDC (318)	585-4186

GRADUATE REGIONAL STUDIES- EDUCATION

Mac Brown	Ph. D.	Univ. Georgia	Coordinator
Carl F. Brown	Ph. D.	Peabody Coll.	Visiting Prof.
Robert E. Metger	Ph. D.	Univ. Sou. Car.	Asst. Prof.
W.E. Sanders	Ph.D.	Univ. Sou. Car.	Asst. Prof.
N.A. Stirzaker	Ph.D.	Univ. Miss.	Assoc. Prof.
Betty Ebert	Staff Assistant		
Ailene Yarborough	Secretary		

PROCEDURES

REGISTRATION

A notice is sent annually to each faculty member from the Dean for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Division chairpersons notify faculty members of their specific duties at registration.

GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.

MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings are held regularly on the second Wednesday of each month. Administrative staff meetings are held each Monday morning in the Administration Building. Faculty committee meetings are called by the chairman. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairmen attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the university. Funds are available in each division for travel for faculty members in that division who are interested in attending such meetings. The division chairman can supply the faculty member with full information regarding the funds available for such purposes.

OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty members should submit a copy of his schedule to his Division Chairperson.

TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the university. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that the students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify the Division Chairperson immediately so that arrangements can be made for the class. Division Chairpersons are also charged with filing monthly attendance reports for their faculty with the Business Office.

VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Vice President prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the university calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Dean for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

EMERGENCY PROCEDURE

In case of accident or injury on campus, faculty members are asked to notify the Student Affairs Office or the Switchboard Operator.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the Division Chairman, who will submit his recommendation to the Dean for Academic Affairs for approval. Final approval rests with the Vice President.

STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, mid-term grade, final examination, or semester grade) of any student <u>by name</u>. Such practices, including associating a student's grades with his initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

Academic Advisement

The Dean for Student Affairs is responsible for the academic advisement program. The following procedures are presently being used:

(1) Entering students are assigned academic advisors by the Dean for Student Affairs based on their area of interest. Transfers are assigned to the Division Chairperson for the evaluation of credits.

(2) When the student makes a definite decision on a major he will be reassigned to an advisor in that area.

(3) Students may be reassigned at other times upon their request.

(4) Division Chairpersons are asked, in consultation with the Dean for Student Affairs, to designate major advisors for each major within their divisions. Other faculty members will be used to advise undecided students.

(5) Division Chairpersons will be responsible for maintaining records of students majoring in their area. If a student changes his major this file will be transmitted to the Student Affairs Office for reassignment. Files of undecided students will be maintained by the Student Affairs Office.

(6) Advisors for students in the Bachelor of General Studies program will be selected by Dr. Tony Pappas. He will maintain all files on these students.

(7) Faculty members advising new students will be provided with an Advisor's Summary Sheet (see "Sample Forms") to help in advising each student. This sheet should be returned to the Student Affairs Office after advisement.

Academic Discipline

The Student Affairs Committee handles infractions of academic discipline in the following manner:

(1) The chairman is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairman.

(2) All evidence, such as tests, papers, and names of witnesses should be given to the chairman with a written statment explaining the alleged infraction. A faculty member should not confront student and attempt to get a confession.

Academic Discipline

(4) The "Code of Student Academic Responsibility" that is given to students is to be found in "The Odds and Ends Catalog," page 25.

(5) Questions regarding infractions and procedures should be referred to the Dean for Student Affairs.

Master Calendar

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

Personnel Information

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

New Courses

Faculty requests to have a new course approved for addition to the catalogue go first to the Division Chairman. The Division Chairperson is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the committee approves, the request is then submitted to the entire faculty for consideration. No course is to be entered on the schedule without being presented to the faculty.

Independent Study Courses

No student will be allowed to register for Independent Study unless he has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a Division Chairperson's office, have it completed by the Instructor he is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he will be given a copy to bring to registration.

Withdrawal of Veterans from a Class

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USC Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

1) last activity (including attendance) reflected in the instructor's records
2) last papers submitted
3) last examination completed
4) student's reasonable statement of last date of attendance

Federal Grant Seeking

Those persons seeking funding from federal sources will need to parallel the following steps:

1. Formulate the idea in writing on 1 or 2 pages.

2. Obtain the support of your division chairperson and other persons who would share responsibility for implementing your idea.

3. File an A-95 form (From Instructional Services Office-R215) with Appalachian Regional Council Clearinghouse or with George Oliver, Grants Office, University of South Carolina, Columbia, S. C.

4. Determine which guidelines best suit your idea by checking:

   (1) Compendium of Regulations for All Programs Administered by the Bureau of Post Secondary Education (See Instructional Services Office or Library)

   (2) Existing guidelines

   (3) Calling funding agency and discussing matter with them

   (4) Preliminary discussions with Lou Hunley, (Instructional Services) and George Oliver (Columbia)

5. Check the Grants Calendar in the Instructional Services Office for deadlines and availability of guidelines.

6. Clear the first draft including the budget with Dr. Lou Hunley, Dr. Ron Englin, and Dr. Olin Sansbury.

7. Submit a preliminary copy to the U.S.C. Grants Office in Columbia two weeks before the deadline date. The budget and the abstract are the key components.

8. At present Dr. B. A. Dactwyler, Vice President of Finance, U.S. C., signs proposals for the University system.

The Instructional Services Office has the responsibility to plan efforts so that proposals are coordinated and add to the framework of academic planning. The office will assist faculty in getting the proposal written, typed and supported. The library has a reference shelf on funding which you may wish to investigate,

You may wish to discuss your ideas before taking any of the above steps. Please contact Dr. Lou Hunley or leave a message with Mrs. Elaine Gilmore (Ext. 200, 201).

GRADE REPORTING

Class rolls will be placed in faculty boxes as soon as received from the Columbia campus. Corrections must be returned to the Records Office on the forms provided. Grade sheets will be placed in the faculty boxes as soon as possible after mid-term (for grades of S and U) and prior to exams. Grade sheets are to be hand-carried to the Records Office (not sent through the mail). Computer deadlines require that all grades be submitted to the Records Office at the time and date designated for each semester. Records personnel are responsible for hand-carrying all grade sheets to Columbia in time to meet these deadlines.

In the event a student withdraws completely from the University after the penalty date, a card will be sent to the faculty member to determine if the student has earned W or WF. These cards are to be submitted to the Records Office for processing.

Should it be necessary to change a grade due to error, this change should be reported to the Records Office. Ultimately, such requests for grade changes are presented for faculty action. However, the grade of "I" may be changed to a letter grade by use of the change of grade Form available in the Records Office for processing.

The Records

Student files are kept in the Records Office and may be used by instructors. However, the files may not be taken from the office area. Also, certain forms for use by students are kept in the Records Office:

Drop-Add-Extra Course Forms--for use by students dropping or adding courses prior to the final date shown on the University Calendar and by students desiring to take eighteen hours (3.0 GPR in previous semester and permission of the Dean for Academic Affirs required)--requires the signatures of instructor and faculty advisor.

Advance Standing Forms--for use by students placed in higher level courses while exempting courses at a lower level--allows students to receive hour credit for courses exempted provided their performance was "C" or better in advanced work.

Validation Forms--for use by students to validate courses by examination

SERVICES

LIBRARY

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge interlibrary loans, the faculty member must have a "Request for Direct Expenditure" form signed by Bob Connelly in the business office and by the division chairman. This form must be given to the reference librarian at the time the interlibrary loan is requested. Forms are available in division offices and in the business office. For any other information about interlibrary loans, call the library.

The librarians provide programs for using the library efficiently. If faculty members want to use this service for their classes, they should call the library to make appointments. Programs are held in the library.

For students' convenience, required reading for courses may be put on reserve in the library. Faculty members must fill out a Reserve Request form (see example in "Sample Forms") for each class, each semester, listing the items that are to be on reserve. Please allow one week for the library to process any materials you want on reserve. Policies for reserve materials are:

Overnight, twenty-four hour, three-day, seven-day, and library use only are the kinds of reserve available.

Photocopies of articles in the USCS library are charged to the departmental budget.

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the library earlier that an item is no longer needed.

Periodicals and reference works owned by the USCS library will not be put on reserve.

Any work owned by another library will not be put on reserve.

Personal copies of books on reserve should have the owner's name in ink in a conspicuous place.

Titles of personal copies which are needed again and again for reserve should be submitted to the library for purchase.

CHILD DEVELOPMENT CENTER

Day care services are available at the Child Development Center, located on the campus. The hours are from 7:00 a.m. to 6:00 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially and physically. Weekly field trips and resource people helpgive the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers and students strives to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is $27.00 per week. Visitors are welcome.

TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is located in the main office, room A-234. It's operation can be explained by Jane Bradley, in that office. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available in the main office and from some division secretaries.

TRAVELING ROAD SHOWS

Tony Pappas, Director for Counseling and Career Development, offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I do With a Major in _____?

Psychology	Physical Education
Political Science	Sociology
Sciences	Education

The Career Development Center - Goals, Functions, Staff, and Services to Faculty and Students

How to Interview a Prospective Employer

How to Fill in an Employment Application

Values Clarification Exercise

Group Career Exploration in One Hour

How to Set Up a Placement File (For Seniors)

Career Education and the New Curriculum

The World of Work

I can be Anything (Film and Discussion)

Assertiveness Training - One Hour Introduction

Group Administering of Tests and Inventories

- Self-directed Search
- Edwards Personal Preference Scale
- Allport Study of Values

Time Management for the College Student

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number.

LANGUAGE LABORATORY

The language laboratory is used by the faculties of language and music on a regular basis, and periodically by English and continuing education faculty. Regular language use of the laboratory is during the hours published for labs in the class schedule. It is operated during those hours by student assistants, who are responsible to Dr. Susan Linker. Anyone wishing to use the lab during hours that do not conflict with regularly scheduled instruction should contact Dr. Linker.

ORDERING OF FILMS

All film rental orders are handled through the audiovisual department. Film Request Forms (see "Sample Forms") are available from Becky Patterson HC-243, Jane Bradley A-202, and Division Secretaries. Forms should be returned to Jane Bradley, who will do the ordering.

Films are available from many sources. The major collection of catalogues will be found in HC-243, with some duplicate catalogues in A-202 and at the Rodeway.

Readability Evaluation of Textbooks

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evalution determines the reading level appropriate for the text, given as a class level (e.g. tenth grade reading level, thirteenth grade/ or freshman reading level). Requests should be made to Jane Davisson, Room A-216, ext. 260.

Study Skills Programs

One- and two-day classroom programs may be requested by faculty members for their individual classes on:

"How to Study"
"Friend or Enemy--Tests"
"There are Only 24 Hours in a Day"
"How to Memorize"
"Underlining or Outlining?"

Requests should be made to Jane Davisson, Director of the Tutoring Lab, Ext. 260.

Campus Nurse

The Campus Nurse, Ms. Kathy Norman, is located in room A-305, Extension 252 for the provision of first aid. She also teaches labs and will not be available at all times. If there is no answer at her extension, contact the Student Affairs Office.

Natural Area

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 228, 229. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use of the area.

Division Secretaries

Each division has a secretary to aid the faculty members of the division in completing their job-related tasks. Division Chairpersons establish their secretary's responsibilities and the procedures to be followed by division members. Normally, a major responsibility of division secretaries is the typing and preparation of tests and syllabi. All travel vouchers, purchase orders, and requests for supplies are to be handled through division secretaries.

TUTORING LAB

The Tutoring Lab is open to all students at the University. The Lab is staffed by assistants and work-study students who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab:

1. English
2. Mathematics
3. Social Sciences
4. Study Skills for ALL disciplines

The Tutoring Lab hours are as shown on the schedule, 11:00 a.m. to 1:30 p.m. Monday through Friday. However, special times may be agreed upon by the tutor and individual students. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

1. Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.

2. Lab Acknowledgment of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.

3. Tutoring Lab Evaluation of Student. This form provides the referring professor with information concerning competencies gained by the student.

4. Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

CAREER PLANNING AND PLACEMENT SERVICES

Career planning and placement services are provided by the Director for Counseling and Career Development and the Placement Counselor. A Career Development Center houses a career information library, a placement office and an office for the director.

The center offers two types of programs: (1) Career Planning and Development and (2) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine student's interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The placement program has as its primary purpose placing students in part-time and full-time jobs. Job listings are posted on campus and the chairmen of the academic divisions are notified of opportunities available to students in their fields.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, and interviewing. The program is affiliated with the College Placement Council on both the national and regional level. The center also has information on some summer jobs for faculty.

AUDIOVISUAL SERVICES

Audiovisuals is a service department for all faculty. Most services originate from the Director's office, HC240. The department is staffed by Becky Patterson, Director; Jane Bradley, Secretary; and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e. which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented or purchased.

Demonstration in use and operation of equipment.
Available equipment:

16mm projector
8mm loop projector
8mm standard/super projector
reel to reel audio tape recorder
cassette audio tape recorder
cassette audio tape player
overhead projector
opaque projector
portable reel to reel B&W video tape recorder with camera
phonograph
filmstrip projector
sound/filmstrip projector
35mm slide projector (Kodak carousel)
Latern slide projector
reel to reel B&W video tape recorder with camera
3/4" color cassette video recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting
35mm slides
- -lettering (titles, tables, graphs, etc.)
- -copy work
- -duplicating
- -diazo

overhead transparencies
- -thermal
- -diazo
- -color lift

sign-making
darkroom services
- -B&W prints
- -color slides

8mm filming
video taping
audio tape duplicating
general graphics
laminating

SAMPLE FORMS

USC - SPARTANBURG REGIONAL CAMPUS
MOTOR VEHICLE RESERVATION FORM

PLEASE FILL OUT ALL INFORMATION ON THIS FORM
AND RETURN TO THE BUSINESS OFFICE AS SOON AS POSSIBLE

Type of Vehicle: () Station Wagon () Bus (Maxi-Van) () Sedan

Requested By _____ Department _____

Date Required _____ Time Required _____

Date to be Returned _____ Time to be Returned _____

Destination _____

Name of Drivers _____

Does Driver Possess Valid S. C. Driver's License? _____

Number of Passengers _____

OFFICE USE ONLY

Status _____ Date _____

Comments _____

DATE
Left _____ Returned _____

TIME
Out _____ a.m. p.m. In _____ a.m. p.m.

MILEAGE
Before [ ][ ][ ][ ] - [ ] After [ ][ ][ ][ ] - [ ]

CHARGES	AMOUNT
TOTAL	$

MOTOR VEHICLE RESERVATION

This form should be filled in and sent to the business office well in advance of the planned travel in order to reserve a car or van. The business office will send notification of the approval or denial of the request.

Use of the vehicle will normally be charged to the division travel budget, and should have the approval of the Division Chairperson. If use should be charged to another budget, the business office should be so informed.

A credit card is issued with each vehicle. Save any credit card receipts and turn them in to the business office with the card and keys upon returning.

ANTICIPATED EXPENDITURES

DATE		PLACE		TRANSPORTATION			ESTIMATED EXPENSES			
Month	Day	From	To	Miles	Amount	*Other	Lodge	Meals	*Other	Total

Purpose of Travel_____

Signature of Originator_____ Signature of Approval_____

ACTUAL EXPENDITURES

DATE		TIME AND PLACE				TRANSPORTATION			ACTUAL EXPENSES			
Month	Day	Depart	From	Arrive	To	Miles	Amount	*Other	Lodge	Meals	*Other	Total

*OTHER (please specify) *Other (please specify)

TRAVEL REQUEST

Travel requests must receive prior approval by the Division Chairperson, and be filed with the division secretary before the trip. The division secretary will submit the form to the business office. The bottom half of the form is to be filled in upon completion of travel.

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG
OFFICE SUPPLIES REQUEST

DATE _____ DIVISION _____

_____
SECRETARY'S SIGNATURE

Bates list finder	
Book class roll	
Cards, index plain	
Cards, index ruled	
Cleaner	
Clips, gem	
Dispenser, scotch tape	
Tape (specify)	
Envelopes (specify)	
Folders (specify)	
Kleenex	
Korectype	
Liquid, white out	
Marker, magic (specify)	
Opener, letter	
Pad (specify)	
Paper (specify)	
Paper, carbon	
Pens, ballpoint (specify color)	
Pencils	
Pencil sharpener	
Pens, felt tip (specify)	
Remover, staples	
Ribbon, recorder number	
Rubber bands	
Stapler, Swingline	
Staples	
Stencils (specify)	
Pendaflex (specify)	
Others	

OFFICE SUPPLIES REQUEST

Requests for office supplies should be submitted to Division Secretaries, who are only able to get supplies at certain specific times during the week.

Supplies available in the bookstore may also be ordered on this form through Division Secretaries.

UNIVERSITY OF SOUTH CAROLINA-SPARTANBURG
REQUEST FOR DIRECT EXPENDITURE

Vendor _____ Requisition Department _____

Approval _____ Date _____

Initiated by _____ _____

Dept. Head _____ _____

Business Mgr. _____ _____

Item No.	Quantity	Description	Catalog Number	Unit Price	Total Price
		TOTAL			

1. This form is to be used for all direct expenditures, (i.e., local purchases of office supplies, food supplies, educational supplies for emergency needs, maintenance supplies, luncheons and motel accommodations for special guests and lecturers.

2. All expenditures must be approved in advance by both the Department Head and the Business Manager.

3. Submit request, with all packing or receiving slips attached to the Business Office not later than the next working day.

4. Vendor must be notified to send invoices to - Business Office
USC-Spartanburg
Spartanburg, S. C. 29303

REQUEST FOR DIRECT EXPENDITURE

This form is virtually obsolete. (See comments on the "Request for Purchase" form on the previous page.)

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

REQUEST FOR PURCHASE

ES... SUPPLIER ______________________ REQUESTING DEPARTMENT DATE

____

APPROVAL
INITIATED BY ______________________

______________________ DEPT. HEAD ______________________

BUSINESS OFFICE USE ONLY

RTMENT ________ FUND ________ CLASS ________

ER	QUANTITY OR UNIT	DESCRIPTION OF ARTICLE	CATALOG NO.	UNIT PRICE	TOTAL

TOTAL ________

REQUEST FOR PURCHASE

This form is to be completed and submitted by the Division Secretary. It requires the signature of the Division Chairperson.

It is important that all requests be submitted well in advance of actual need of the items, since processing in Columbia usually requires two weeks. On major purchases, such as equipment and furniture, the entire process can take twelve weeks or longer, since these items must be put out for competitive bid.

Whereas in the past some items could be purchased by a Direct Expenditure Voucher, virtually all items must now be handled by a formal purchase order--to comply with new state purchasing policies. This includes such items as rentals, supplies, hiring of consultants, dues, services. These must now be handled by a purchase order and must be submitted well in advance.

No one, faculty or chairperson, should make any commitment to any supplier. Only the purchasing department in Columbia is permitted to make an actual commitment to purchase.

EXAMINATION COPY
REQUEST FORM

DATE _____

_____

STREET: _____

CITY, STATE, ZIP: _____

Gentlemen:

I would like an examination copy of the following book(s) _____

_____

_____

for possible adoption as a required text in my course _____

The course beings _____ and will have an approximate enrollment of ___ students.

I have not previously received a sample or desk copy of this book. Please se one.

NAME _____

DEPARTMENT _____

COLLEGE _____

CITY AND STATE _____

ZIP _____

DESK COPY REQUEST FORM

(See notes at bottom)

(Rev. November 1972)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)

_____
(Street)

_____
(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

_____

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

_____. My order for _____ copies of this
(Course number and Title) (Number)

text was placed with _____
(Name of Bookstore)

on _____. I have not previously received a desk* or complimentary* copy of this
(Date)

text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

   * Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.
   * Complimentary Copy - A book sent to a faculty member for consideration for adoption.

   On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

   Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

Form 4

Instructor Feedback Sheet

Instructor: _____

Course: _____

Student: _____

Comments on Lab procedure and student improvement by the Instructor:

Return to: Malcolm Sanders
Tutoring Lab Coordinator
Room A-216

Form 3

TUTORING LAB EVALUATION OF STUDENT

Attention:_____ Date:_____

Student's Name:_____

Reason for Lab Visit:

- [ ] Teacher-referral
- [ ] Self-referral

Tutor's comments (proof of competency):

Tutor's signature:_____

Form 2

LAB ACKNOWLEDGMENT OF STUDENT REFERRAL

Date_____

From: Malcolm Sanders, Tutoring Lab Coordinator

To: _____

Re: _____

This is to acknowledge that the above student reported to the Tutoring Lab on _____ for the purpose(s) stated in your referral. A follow-up report will be submitted to you upon completion of our lab work.

Form 1

INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name:_____ Office Room No._____

Course Taught:_____ Telephone:_____

Student's Name:_____ Date:_____

Please complete the following:

1. Why have you suggested the student visit the Lab?

2. List student's specific needs.

3. How often are you requiring the student to visit the Lab?

4. What specific date should the student begin visiting the Lab?

After receipt of this form referring a student to the Lab, I will notify you when the student begins his Lab work.

Return this form to: Malcolm Sanders
Tutoring Lab Coordinator
Room A-216

This form, and the three that follow are used by the Tutoring Lab, and are discussed on pages V-7 and V-8.

FILM REQUEST FORM
UNIVERSITY OF SOUTH CAROLINA
SPARTANBURG REGIONAL CAMPUS

DER FROM _____ FILM LIBRARY.

QUESTED BY _____ DATE _____

PROVAL OF DEPARTMENT HEAD _____ DATE _____

T. NO.	TITLE	CHOICE OF DATES 1st	2nd	DO NOT SEND AFTER	DO NOT USE THIS COLUMN

FILM REQUEST FORM

To be submitted to Jane Bradley, A-202. Discussed on p. V-4.

ors's name _____ Course title and number _____

ter on reserve _____ (Please indicate in parentheses in the left hand margin the number of copies needed for each item you list.)

BOOKS

Author	Title	Kind of reserve

JOURNAL ARTICLES

Title of journal (include date or vol. and exact pages)	Author of article	Brief title	Kind of reserve

RESERVE REQUESTS

For requesting that the library place certain books on reserve for student use. For information on reserve policy see the section on the library in the "Services" section, p.V-1.

APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.

2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

Student's Name_____

Social Security No._____Semester_____19__

Course Number_____Credit Hours_____

Course Description: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

Advisor	Student's signature	Date
Division Chairperson	Instructor's signature	Date

Student is to present his copy when registering for the course.

cc: Instructor
Advisor
Records and Admissions
Student

FOR RECORDS USE ONLY:

( ) Approved

( ) Disapproved

Signature

APPLICATION FOR INDEPENDENT STUDY

Discussed on page IV-2

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

REQUEST FOR ADDITION OF NEW COURSE

Semester: _____ Course Name: _____

Course No.: _____ Course Credit: _____

Prerequisite: _____ Co-prerequisite: _____

Estimated enrollment: _____ Instructor (proposed): _____

Course Description:
(USC-S Catalogue)

Justification:

Instructor
Qualifications:

New equipment/
facilities
required:

Library
Resources:

Submitted:
Chairman, Division 06 _____ Date: _____

Approved:
Chairman, Academic Affairs Committee _____ Date: _____

REQUEST FOR ADDITION OF NEW COURSE

Discussed on page IV-7.

ADVISORS SUMMARY SHEET

_____
Advisors Name

Name _____ Social Security No._____
(Last) (First) (Middle)

High School Rank: Top Quarter 2nd Quarter 3rd Quarter 4th Quarter

Verbal SAT _____ Math SAT _____

ENGLISH PLACEMENT: ENGL 100 ENGL 101 ENGL 102

READING PLACEMENT: NEEDS GSTD 121 GSTD 122 DOES NOT NEED

High School Math Courses:

Algebra I _____ Algebra II _____ Geometry _____
Trigonometry _____ Calculus _____ Other _____

COMMENTS:

ADVISORS SUMMARY SHEET

Discussed on page IV-6

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG

Textbook Procurement Form

_____ 1. Course Number and Title _____
Copies

Text and course material required for this course:

Text Title _____

Author _____

Edition _____

Publisher _____

Will text be Reused? _____ Yes _____ No When? _____

_____ 2. Text Title _____
Copies

Author _____

Edition _____

Publisher _____

Will text be Reused? _____ Yes _____ No When? _____

_____ 3. Text Title _____
Copies

Author _____

Edition _____

Publisher _____

Will text be Reused? _____ Yes _____ No When? _____

_____
Signature of Faculty Member

_____
Signature of Division Coordinator

_____ Semester 19____

Please submit separate form for each course.

3-16-76

TEXTBOOK PROCUREMENT FORM

Textbook orders are submitted to the bookstore on this form.

These forms are normally available from Division Secretaries.

Additional information is on the back of some forms.

MISCELLANEOUS

OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator". For calls to the Greenville area, one requests the "Greenville line"; for all other calls, one requests the "Columbia line". If there is a waiting list, the requestor will be called when his turn comes, and he will then be notified that the line he requested is available. He then hangs up the telephone, and when it rings again, it should be the line he requested. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus....
dial the extension (four digits)

Regional or Branch Campus of USC....
dial the extension (four digits)

In Columbia - off campus....
dial 9 and then the number

In State (not in Columbia, Greenville or Spartanburg)....
dial 9 - 1 - number

Out of State....
dial 9 - 1 - Area code - number

Long distance information....
dial 1 - Area code - 555-1212

"Whom to Call"

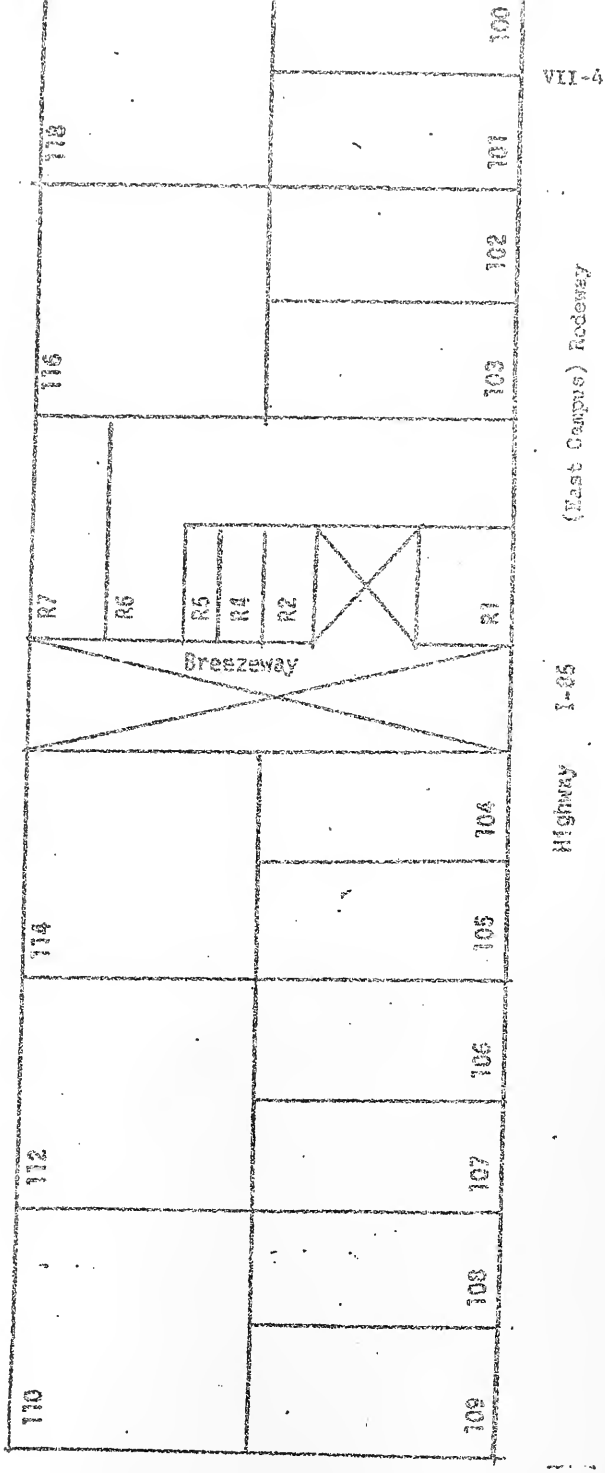
Advisement, academic assigning advisors, supplying materials, keeping records	Tom Davis	Ext. 220,225
Athletics	Paul Mach	Ext. 301,313
Audiovisuals	Becky Patterson	Ext. 264
ordering films	June Bradley	Ext. 204
reserving equipment		
Administration building	June Bradley	Ext. 204
Hodge Center	Becky Patterson	Ext. 264
Rodeway	Elaine Gilmore	Ext. 290,291
Benefits	Ruth Shiplett	Ext. 230
Calendar, Master	Student Affairs	Ext. 223,229
Counseling, students		
all kinds	Tony Pappas	Ext. 232,233
academic & personal	Carol Smith	Ext. 312
academic & personal	Earl Gordon	Ext. 232,233
career	Arthur George	Ext. 232,233
Credit Union	Ruth Shiplett	Ext. 230
Emergency, accident or injury	Student Affairs	Ext. 228,229
Faculty Development aid on conferences , workshops, consultants; assistance with course specifications or other planning; assistance with curriculum analysis and planning	Lou Hunley	Ext. 290
Financial Aid, students	Al Gray	Ext. 226,227
General Studies 121-122,	Jane Davisson	Ext. 260
placement of students in	Sally Muench	Ext. 245
Grants	Lou Hunley	Ext. 290
Jobs: part time, full time	Arthur George	Ext. 232,233
Library		
reference questions	Valerie Burnie	Ext. 210,211
interlibrary loan	Valerie Burnie	Ext. 210,211
reserve material	Gwen Gaither	Ext. 210,211
Choice cards	Valerie Burnie	Ext. 210,211
Submitting approved orders	Anne Bailey	Ext. 210,211
Arrival of orders	Anne Bailey	Ext. 210,211
State of division budget	Anne Bailey	Ext. 210,211
Other budget questions	Bob Perrin	Ext. 210,211
Library policy	Bob Perrin	Ext. 210,211

Library instruction for class	V. Burnie, Stan Norton, B. Perrin	Ext. 210,211
Lost and Found	Student Affairs	Ext. 220,229
Notorizing papers	Ruth Shiplett	Ext. 230
Nurse	Kathy Norman (or Student Affairs	Ext. 252 Ext. 220,229)
Orientation for new students	Tom Davis Carol Smith	Ext. 228,229 Ext. 312
Parking (faculty and student) stickers and policy enforcement, tickets	Student Affairs	Ext. 228,229
Pay checks: incorrect, delayed, withholding, dates of, etc.	Ruth Shiplett	Ext. 230
Personnel records	Ruth Shiplett	Ext. 230
Purchasing	Division Chairperson	
Records, student academic	Frances Hackett	Ext. 222
Rooms		
regarding classes	Eric Jolly	Ext. 220,221
reserving for meetings, etc. (except Conference Rm.)	Peggy Rowe	Ext. 228,229
reserving Conference Room	Gail Dickerson	Ext. 200,201
Students		
organizations & activities	Tom Davis	Ext. 228,229
address, phone, schedule	Peggy Rowe	Ext. 228,229
academic records	Frances Hackett	Ext. 222
Supplies	Division secretary	
Testing: professional, personal, vocational. SAT applications	Carol Smith	Ext. 312
Traveling Road Shows	Tony Pappas	Ext. 232,233
Tutoring Lab	Malcolm Sanders Jane Davisson	Ext. 260 Ext. 260
Veterans	Al Gray	Ext. 226,227

Rodeway

(East Campus)

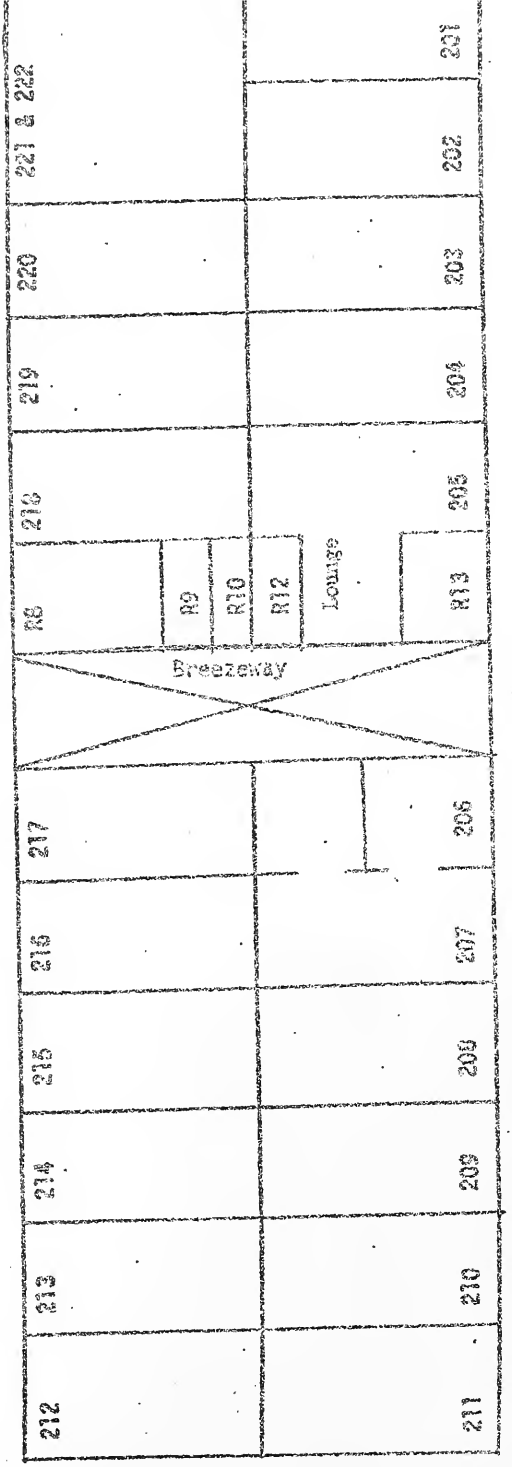
First Floor

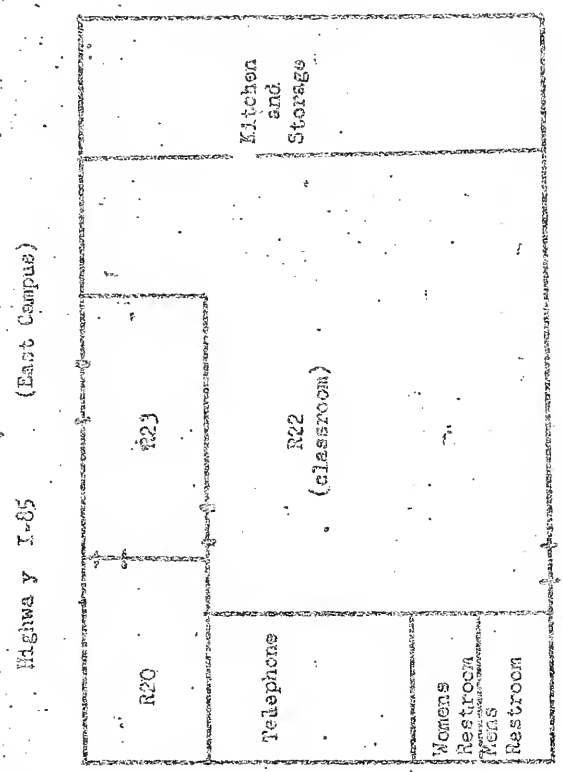


Rodeway

(East Campus)

Second Floor

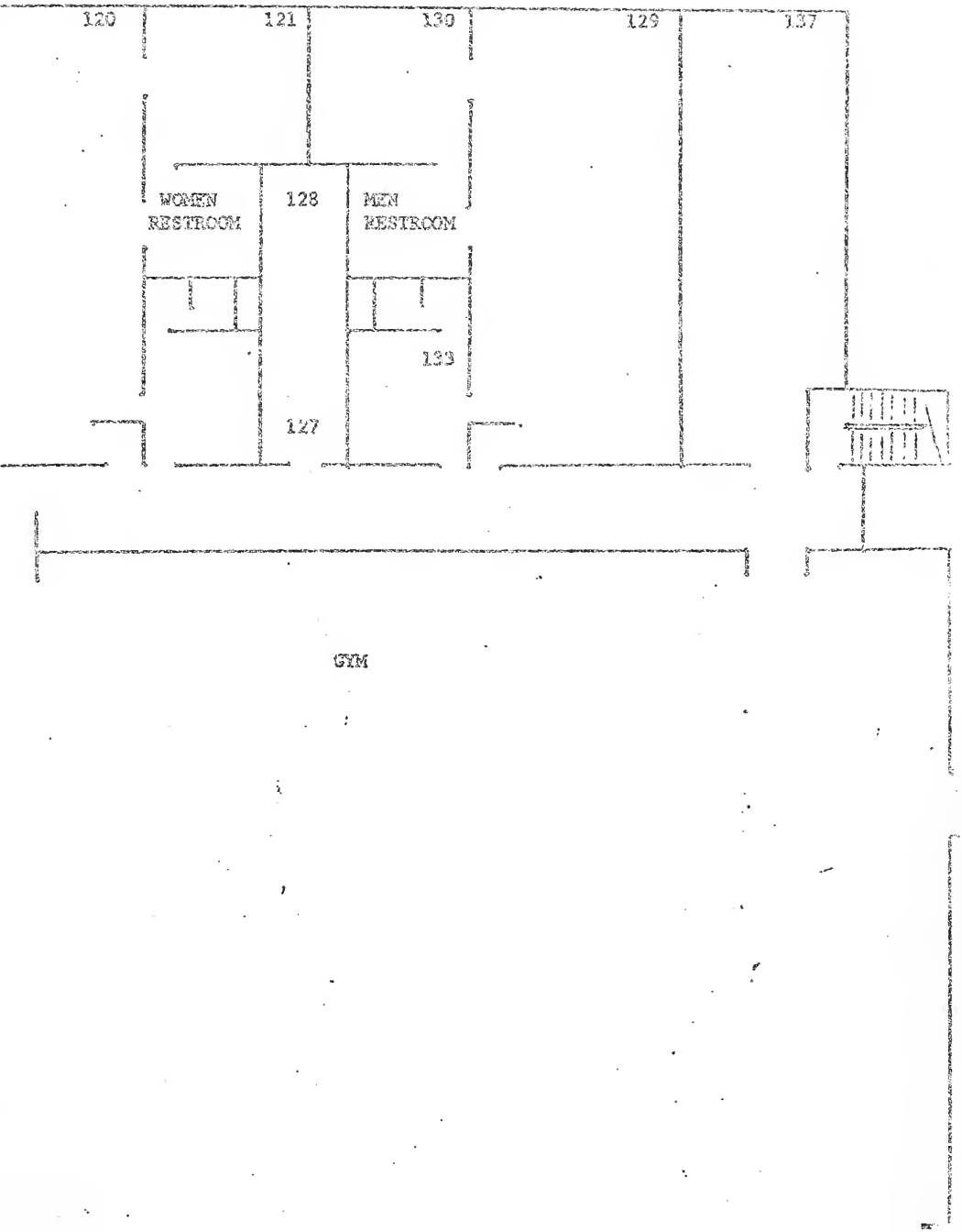




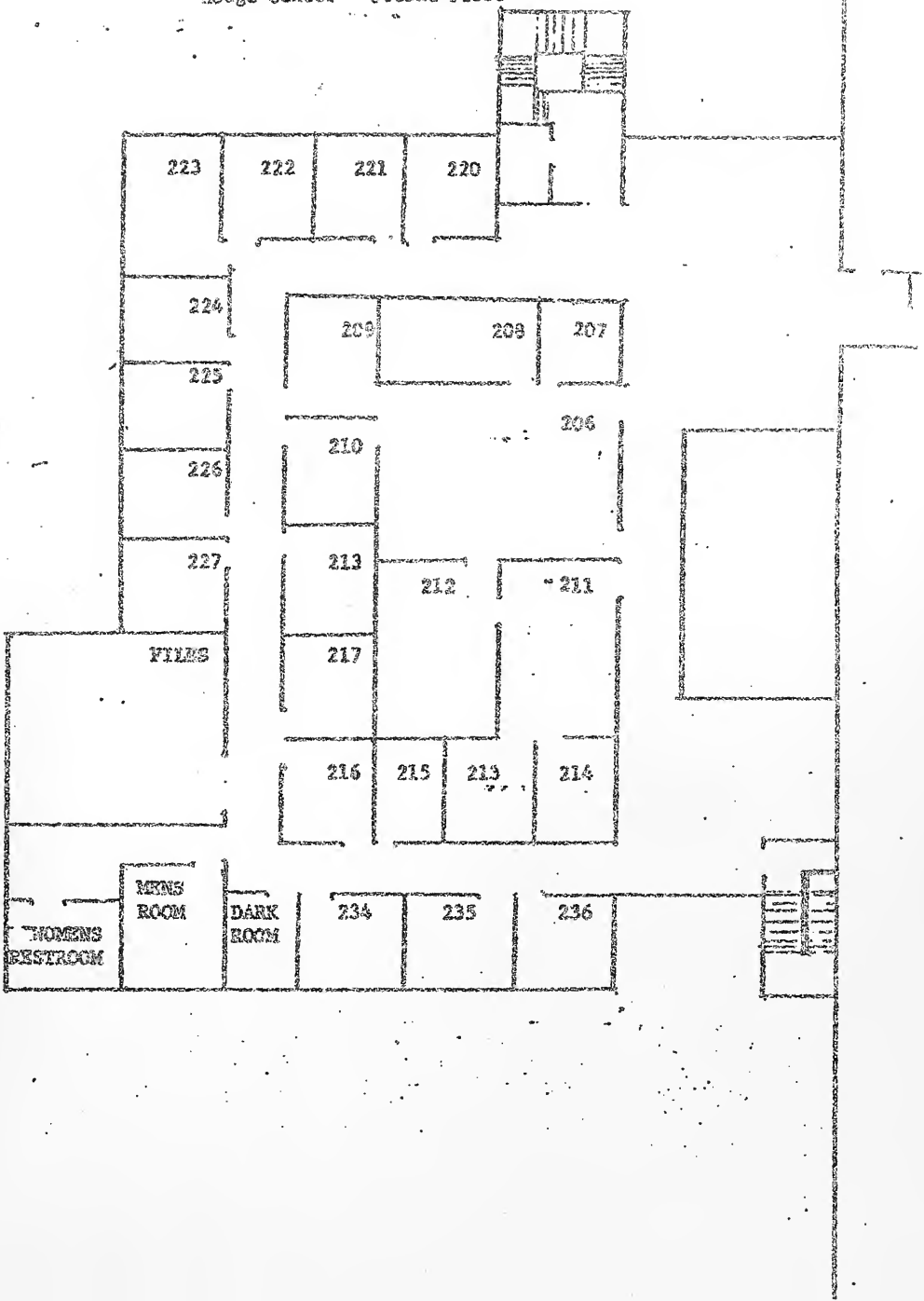
Rodeway

(old 'Foxy Lady')

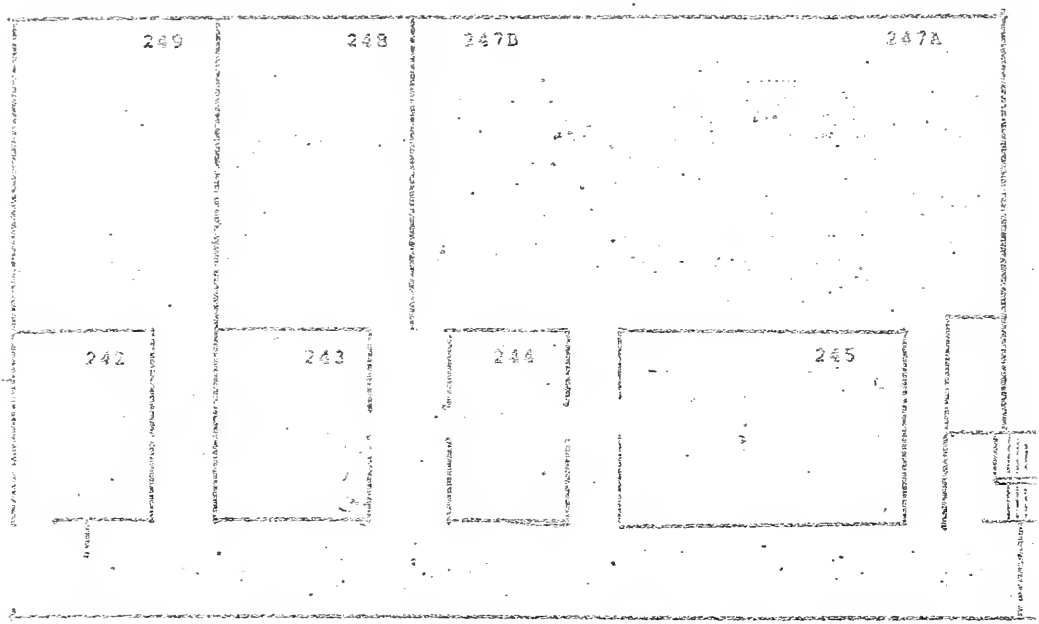
Hodge Center - Ground Floor



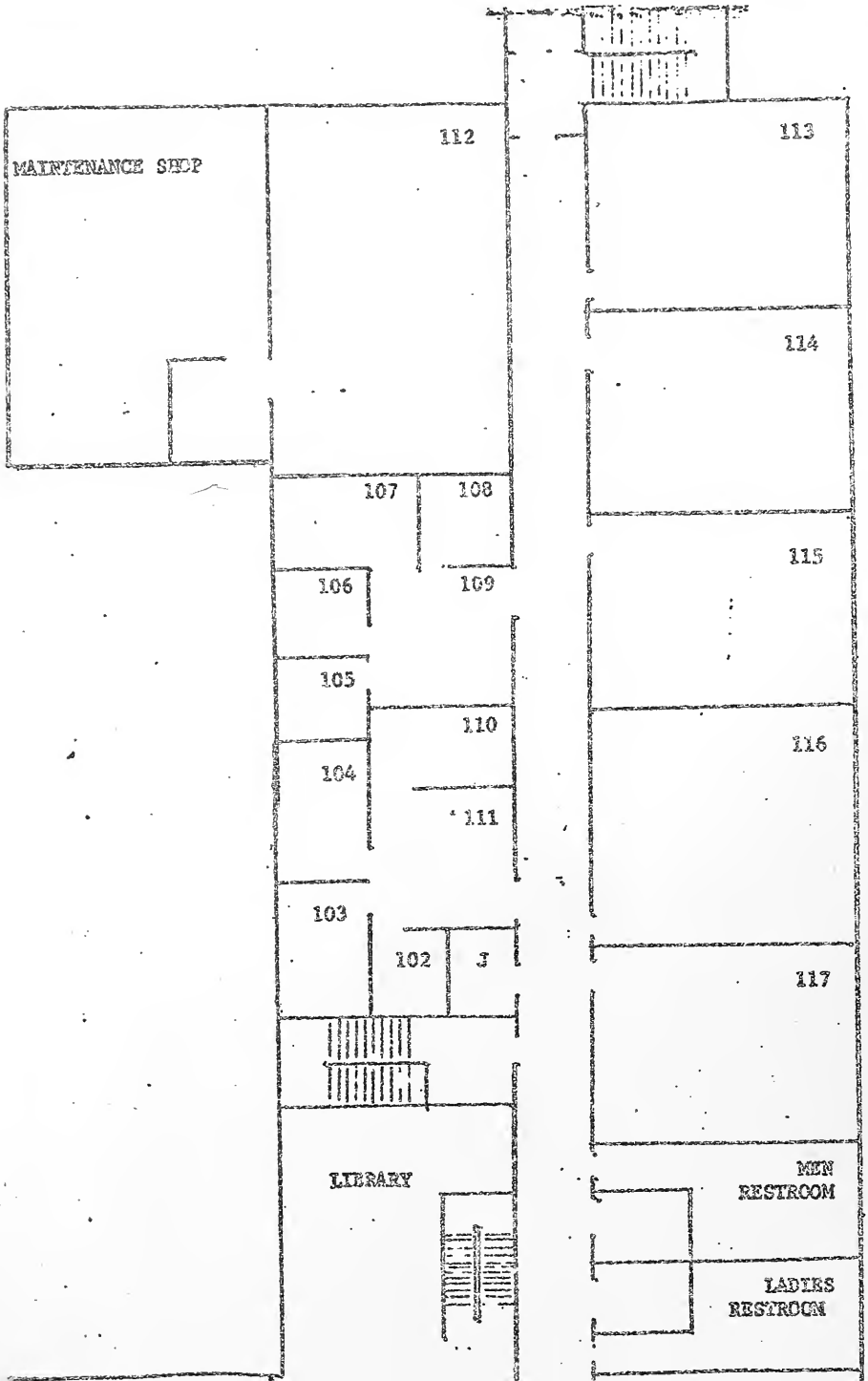
Hodge Center - Second Floor



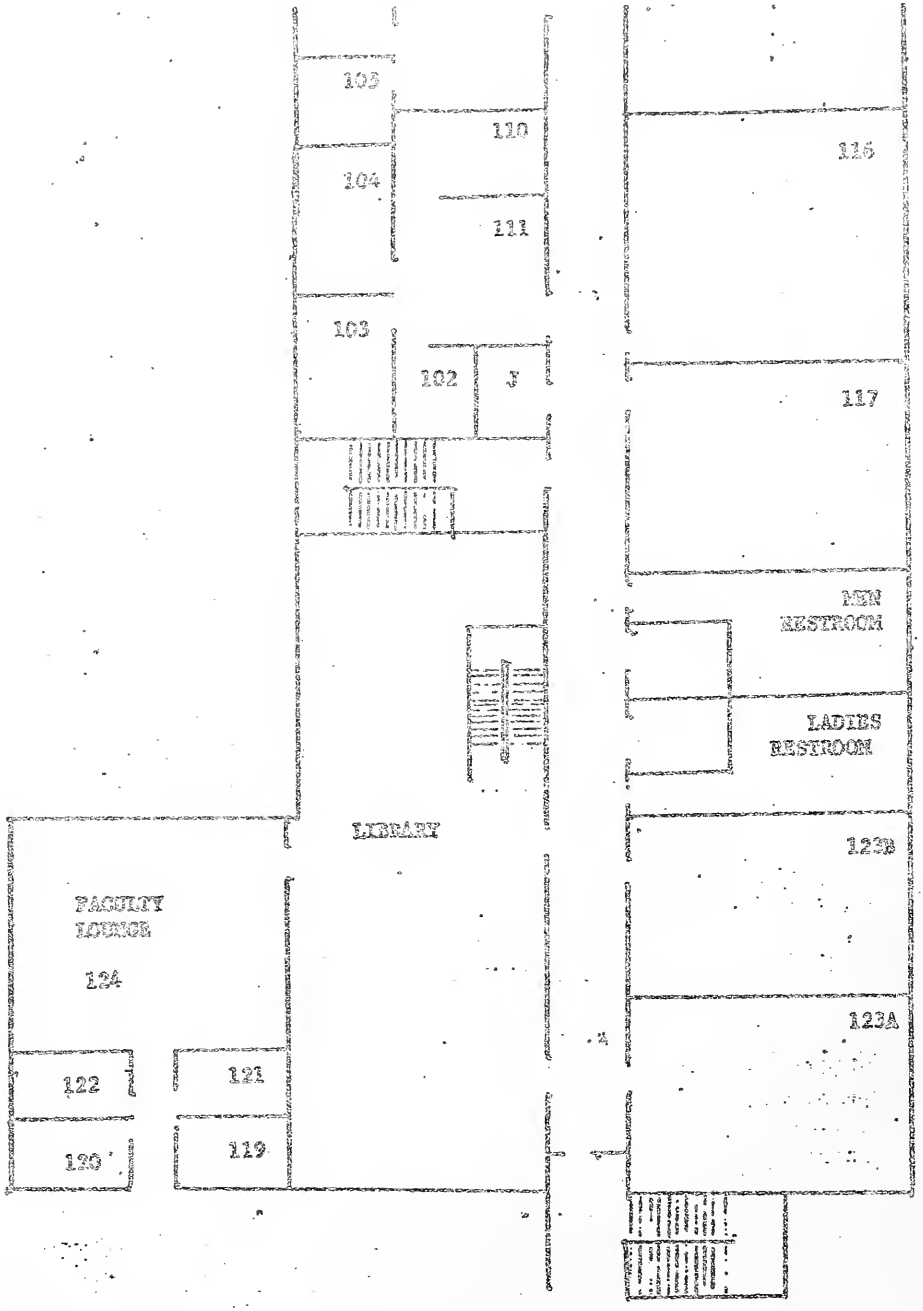
Badge Center - Second Floor
Nursing Center



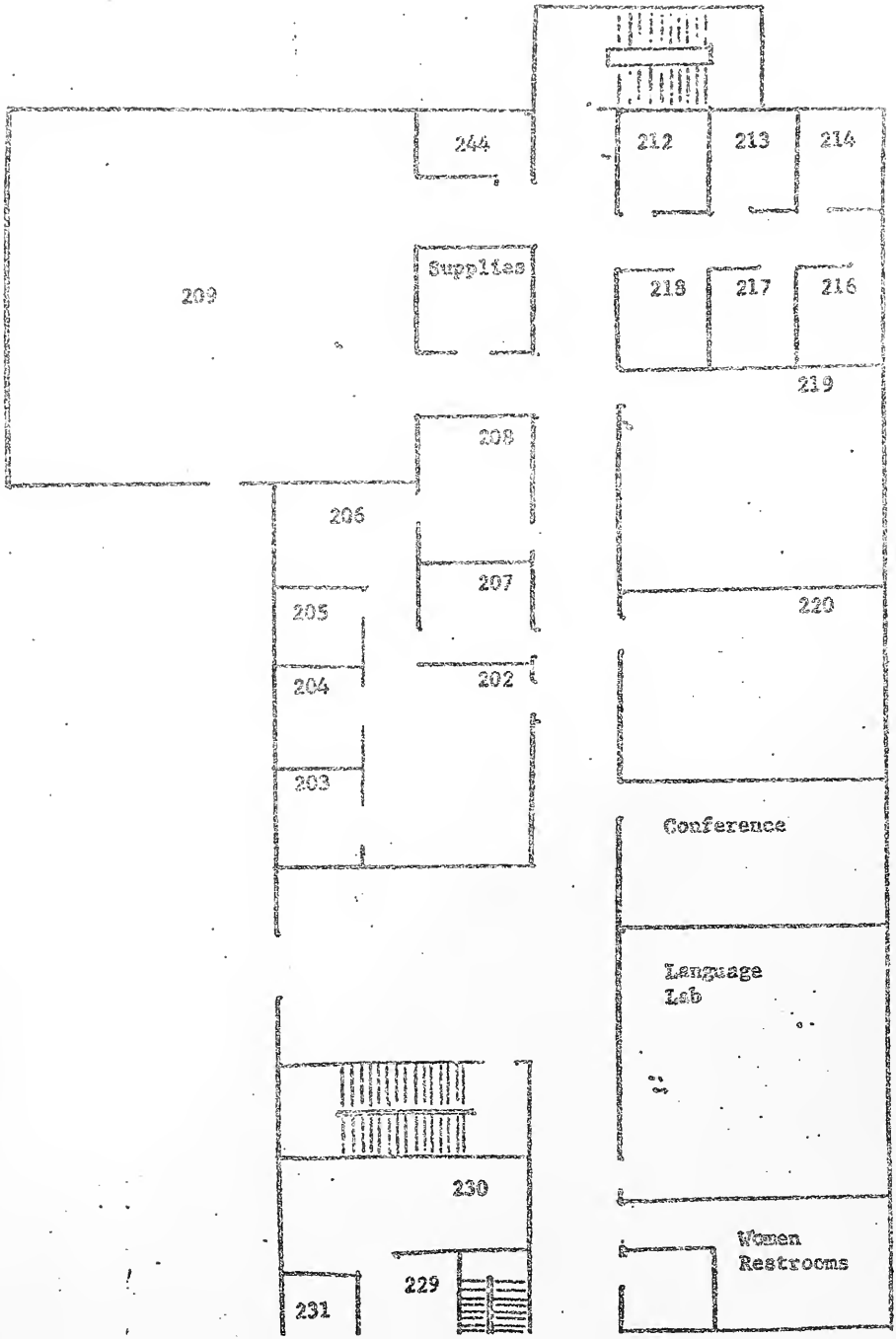
Administration Building - Ground Floor



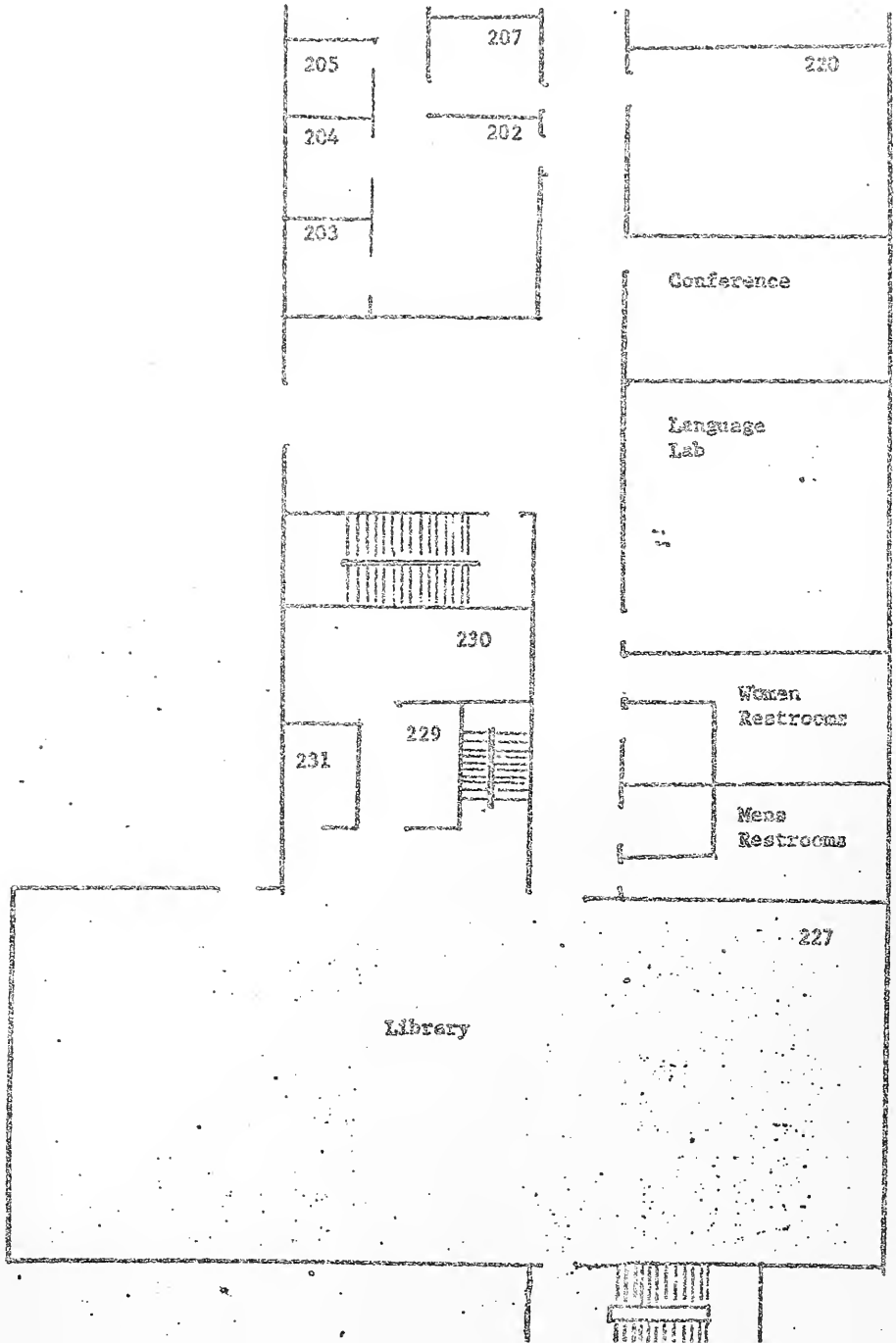
Administration Building
Ground Floor - 2



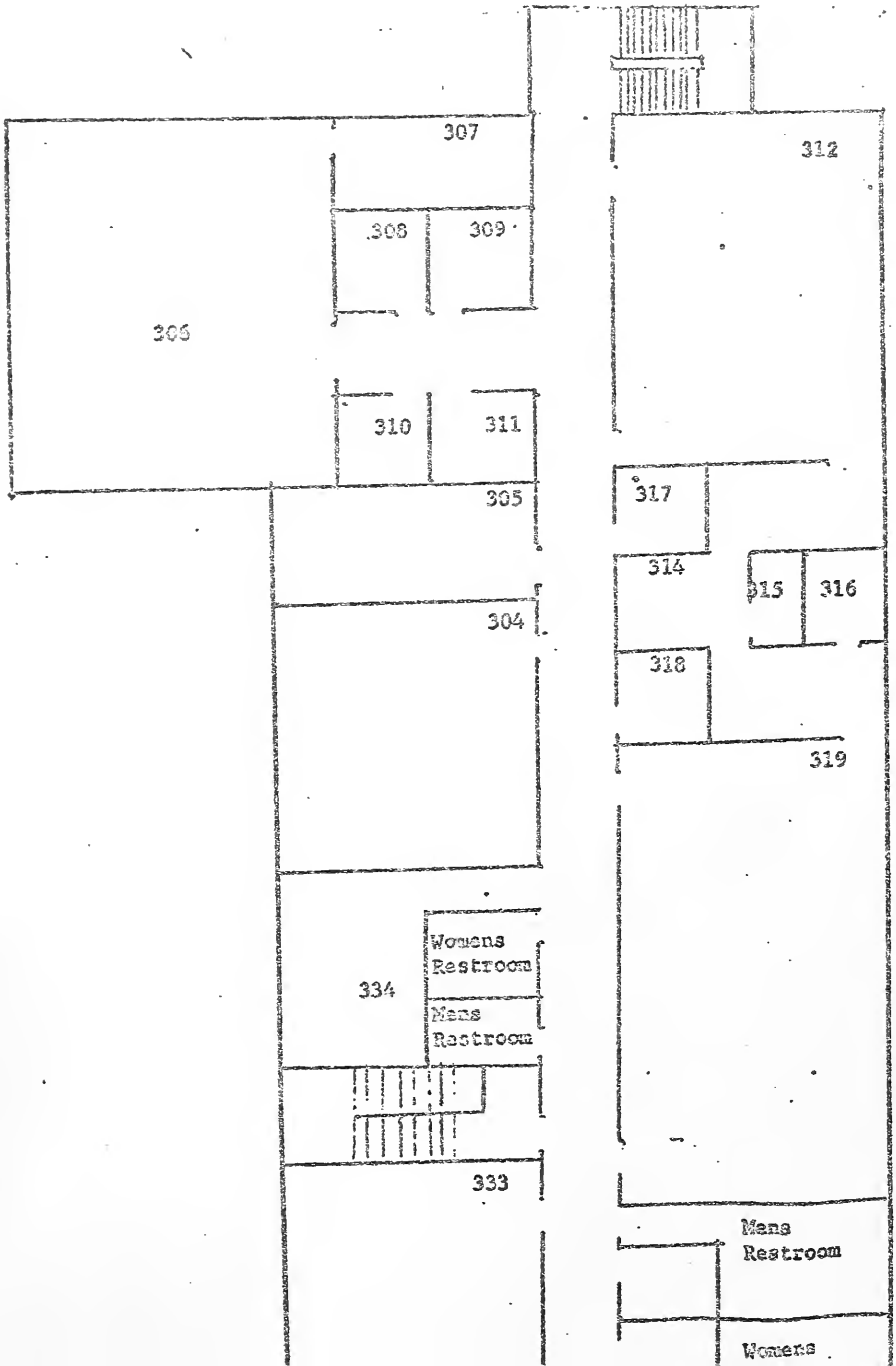
Administration Building
Second Floor - 1



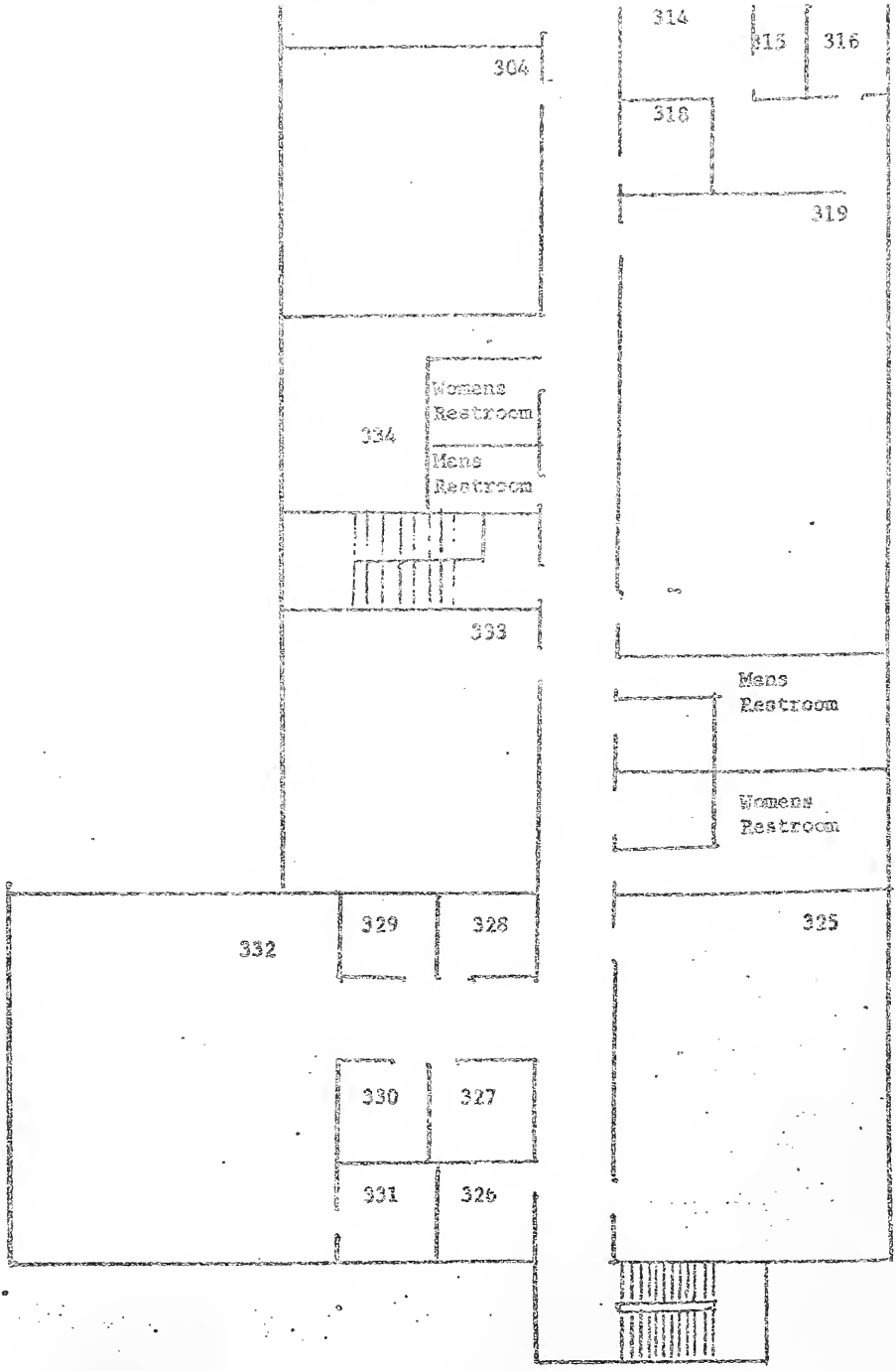
Administration Building
Second Floor - 2



Administration Building
Third Floor - 1



Administration Building
Third Floor - 2



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